

Syllabus Requirements

Here's a primer on syllabus and instructional policies. As required, please finalize and submit your course syllabi to Carol (Carol.Santos@sjsu.edu) by the first class meeting, and distribute to, or place online for students, no later than the first day of class.

Other elements of syllabi that are required according to S16-9 include:

1. The syllabus must be in accessible format. Use the template found at www.sjsu.edu/cfd/
2. Heading that includes:
 - San José State University
 - Semester and Year
 - Course title, number, and section
 - Days and times taught (unless previously scheduled with a pattern, online classes are asynchronous)
 - Class location
 - Instructor's name, office number and location
3. Instructor's contact information (with at least one direct way to reach you, i.e. phone or email)
4. Office hours: Location, days, and times.
5. Catalog description of course, including prerequisites, augmented by section-specific description
6. Required and recommended items to read and/or necessary equipment, materials, fees, and so forth (we are not allowed to add a fee, sell things, or directly collect money from students)
7. Course learning objectives, including GELOs if a GE or SJSU Studies course (See campus [GE Guidelines](#)).
8. All course requirements for the semester, including papers, projects, exams, quizzes, homework, lab work, fieldwork, participation, and so forth.
9. **Course calendar, including due dates, exam dates, final exam date and time** (taken from the official schedule of exams), and any other relevant, guiding, or time-specific information. Note: Other policies state a final exam or final project must be taken at the scheduled final exam time, **and no earlier**, during the exam week. Classes cannot stop meeting prior to the scheduled last day of classes due to federal guidelines on hours of work required for credit, and policies requiring that all class sessions be held (see [S96-2](#)). "Having covered all the material" is not a valid reason for ending classes; it may be an indicator of too little material having been assigned.
10. Link to university-level policy language (<http://www.sjsu.edu/gup/syllabusinfo/>), preceded by the statement:
University Policies: the link below contains university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc.
11. Grading Information
 - A statement of how grades will be calculated or determined

- Grading scale, including +/- grades in letter grade classes; CR/NC criteria in non-graded classes
- Extra credit options, if available Note: Other policies specify that extra credit can only be given if all students have the same opportunity to avail themselves of it. One cannot give extra credit assignments to individual students at any time.
- List of the percentage (%) weight assigned to various class assignments.
- Penalty (if any) for late or missed work
- How participation will be assessed if being used in course grade.
- To be very clear: The attendance policy is [F15-12](#) prohibits grading on attendance. Grading on participation is allowed, but the ways participation is graded and how it affects the overall grade, must be clearly defined in the syllabus.